

<b>Functional Title</b>	<b>: Oversight Officer</b>
<b>Responsibility Level</b>	<b>: Officer</b>
<b>Department/Project/PN</b>	<b>: Country Coordinating Mechanism (CCM), Nepal</b>
<b>Workstation</b>	<b>: CCM Nepal Secretariat, DoHS Complex, Teku</b>
<b>Incumbent's Name</b>	<b>: To Be Determined</b>
<b>Supervisor/Principal Evaluator/Title</b>	<b>: CCM Coordinator</b>

### **JOB SUMMARY**

Since 2002, Country Coordinating Mechanism (CCM) Nepal has been established as a central pillar of The Global Fund to Fight AIDS, Tuberculosis and Malaria (TGF) architecture to ensure country-driven, coordinated and multi-sector processes for leveraging and effecting additional resources to reduce morbidity and mortality from HIV, Tuberculosis and Malaria. CCM Nepal is an independent entity that is closely guided by the Global Fund policy on structure and functions. As the cornerstone of its philosophy, CCM Nepal brings together multiple stakeholders to collectively identify Nepal's needs, be responsible for developing and submitting grant proposals, nominate the Principal Recipients (PR) and also oversee implementation of Global Fund-supported projects.

Oversight is one of the core function of CCMs. The Global Fund aims for strategic oversight where it seeks alignment at all levels: programmatic, financial, Resilient Sustainable Systems for Health, Procurement and Supply chain management between Global Fund grants and national disease programs as well as other development partners. At the very least, each CCM is expected to ensure grants are on track to deliver the outcomes and impacts according to the objectives of the grants.

Under the direct supervision of the CCM Coordinator, Oversight Officer will provide complete support in running the oversight function of the CCM Nepal.

The employee shall fully comply with safety and security procedure of CARE and should be accountable for it.

### **KEY RESPONSIBILITIES AND TASKS:**

The role and responsibilities of the Oversight Officer includes but not limited to:

#### **R1. Support CCM and operational structures:**

- Ensure Oversight Committee members are aware about Global Fund strategic and technical oversight policies and guidelines including national policies.
- Support the mobilization of in-country technical expertise (e.g. RSSH; Risk Management, Analytical Capacity for Data Use, etc.) on behalf of the oversight committee.
- Provide technical assistance and capacity building to PRs/SRs in preparation and presentation of oversight reports (based on PUDRs, Grant Management Dashboards, and/or other reporting tools).
- Provide support to the CCM for orienting and training of new CCM members and alternates on their oversight function.
- Support in day-to-day administration of the CCM secretariat
- Perform any other tasks considered relevant as assigned by the supervisor and the OSC chair.

## **R2. Enhance efficiency throughout oversight of Global Fund grants**

- Support Oversight Committee in developing, costing and implementation of annual oversight plan. Furthermore, leverage technical expertise to update the CCM Oversight Plan as necessary to ensure its smooth implementation.
- Assist to develop procedures (including ToRs informed by all relevant stakeholders) and templates for issue-driven site visits, facilitate site visits and participate with visit teams.
- Document the results of the implementation of activities of the oversight cycle (i.e. data collection, analysis, provision of recommendations) and following up on actions decided by the CCM and OSC.
- Support the generation, presentation and analysis of the CCM Summary by liaising with PR to guarantee that relevant data feeds are provided to the CCM in a timely and complete manner.
- Support the work of Oversight Committee, including field level oversight by the OSC members and CCM secretariat, and maintain ongoing data-driven dialogue for grant performance purposes and ensure that appropriate linkages (e.g. agreements on communication and information sharing) and coordination among other partners in country are maintained.

## **R3. Support analysis and data-driven discussions and decisions**

- Support oversight committee in carrying out in-country Review and Dialogue on coverage of services for each of the three diseases, especially in coordination and collaboration with TWG of respective disease components in order to enhance efficiencies through alignment and harmonization of Global Fund supported intervention.
- Attend and support regular programmatic and financial briefings (PUDR) related to oversight committee of CCM on the results of the three diseases programs by PRs.
- Oversee timely and accurate updates of reporting tools (e.g. dashboards) and support (through thorough triangulation of information) the Oversight Committee presentations to the CCM and ensure that the most effective and efficient recommendations are made to anticipate and mitigate potential bottlenecks.
- Ensure that credible and verified data from legitimate Community Based Monitoring is incorporated in the oversight assessments and reports and inform decisions accordingly.
- Support the Oversight Committee in the analysis of the need for reprogramming for particular grants so that related recommendations can be provided to the CCM in a timely manner.
- Support the CCM Coordinator in enhancing the CCM member's familiarity on the national policies and strategies related to the three diseases including RSSH and key indicators of the grants.

## **R4. Upholding CARE's Core values and ensuring its principles**

- Link and demonstrate CARE Nepal's core values, programming principles, strategic objects, women and girls equality, and impact in programming and behaviors.
- Comply and exercise organizational values and culture.
- Help to promote rights and good governance.
- Responsive to women and girls' specific needs in all actions and decisions
- Demonstrate positive behaviors following CARE code of conduct and uphold implementation of CARE Safeguarding policy at all levels.
- Conduct awareness raising on CARE Safeguarding policy, feedback and accountability channels and code of conduct
- Safety and Security is everyone's responsibility within CI through full compliance and accountability (as per Principle –ii of the CARE International Safety & Security Principles).

**R5. Safeguarding Responsibilities**

- Uphold CARE's Safeguarding Policy and Safeguarding Code of Conduct.
- Must read the Safeguarding Policy and either sign the Safeguarding Code of Conduct or sign a Code of Conduct that is consistent with or references this policy and Safeguarding Code of Conduct.

**Working conditions:**

Based at CCM Nepal Secretariat.

**PERSON SPECIFICATION REQUIREMENTS:**

**Preferred Qualification and Experience:**

- Minimum Bachelor's degree in public health or related field with at least 3 years of experience in Monitoring & Evaluation of projects/programs. Knowledge of the Global Fund CCM Policy and Oversight Guidelines is desirable.
- Knowledge and experience in project-level or state/national-level monitoring and evaluation system implementation. Proficient in Microsoft Office applications. Skills in using statistical software is desirable.
- Familiarity with basic epidemiologic indicators for HIV, TB and Malaria programs. Demonstrated ability to collect, triangulate and analyse information from different data sources.
- Experience on working with the key and vulnerable population and people living with diseases.

**Required Knowledge and Skills:**

- Ability to work effectively with staff and organizational stakeholders
- Health Indicator and data analysis skills
- Strong interpersonal skills and proven ability to communicate and interact with high-level officials from the government, NGOs, UN Agencies and the private sector
- Strong writing, presentation training facilitation and communication skills and experience in writing /editing proposals as part of a team.
- Ability to handle multiple tasks simultaneously, set priorities and work independently as well as being a part of a team
- Previous development experience and/or background with government or private sector desirable.
- High degree of organization and initiative
- Excellent knowledge of written and spoken English and Nepali

**Required Competencies:**

- Communication: Ability to communicate ideas and information effectively to ensure the message are understood and have the desirable impact
- Interpersonal Skills: Ability to work with others and be patient while coaching others
- Adaptability: Able to adapt to different situations and field contexts
- Analysis: Ability to simplify and break down complex systems into clear components. Strong analytical skills and ability to identify gaps and connections in monitoring
- Innovation: Think creatively to encourage learning and demonstrate an adaptive style in sharing ideas and learning with others.
- Learning: Demonstrate ability to identify key learning points from experience and interaction with others



Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

Agreed by: \_\_\_\_\_

Date: \_\_\_\_\_